

# PLANNING YOUR SUMMER FOOD SERVICE PROGRAM: APPLICATION

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[www.sde.ok.gov/sde/summerfood](http://www.sde.ok.gov/sde/summerfood)



# OBJECTIVES

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- Applying to be an SFSP Sponsor
- VCA (Viable, Capable, Accountable) Checklist for Non-Profits
- How applications are approved
- What happens if an application is denied
- Permanent sponsor agreement
- What a sponsor may appeal
- Planning checklist



# APPLICATION REQUIREMENTS

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- One time submission
- Paper forms
- Online forms



# APPLICATION REQUIREMENTS

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- Completed Application must be submitted by April 30<sup>th</sup>
- Incomplete applications



# APPLICATION REQUIREMENTS

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- Application Materials must demonstrate adequate administrative and financial responsibility
- SA can deny the applications or require more additional evidence of financial and administrative responsibility
- All non-profits are required to submit an initial VCA Checklist.



# APPLICATION REQUIREMENTS

- To participate in the SFSP, sponsors must enter into a permanent program agreement with the SA
- The agreement specifies the rights and responsibilities of both the sponsor and the SA
- SFSP sponsors operating under a permanent agreement must submit renewal information annually for SA approval



# APPLICATION REQUIREMENTS

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## State Agency-Sponsor Agreement

A Sponsor must abide by the terms of the SFSP Agreement



# APPLICATION REQUIREMENTS

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## Applicants **must also submit**:

- If private nonprofit – tax-exempt status code from the IRS. Note: Churches are not required to submit Federal tax-exempt documentation.
- W-9 form
- DUNS Number
  - Two ways to obtain
    1. Phone – call toll free at 1-866-606-8220
    2. Online – [www.sam.gov](http://www.sam.gov)





# APPLICATION REQUIREMENTS

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- Free Meal Policy Statement
- Camps that charge separately for meals
- Site Eligibility
- Sample One Month Menu



# APPLICATION REQUIREMENTS

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A copy of the media release can be printed from the application site once the application is approved.

Media release includes:

- Announce the availability of free meals
- Nondiscrimination policy
- Complaint procedures



# APPLICATION REQUIREMENTS

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## Sponsors Using Food Service Management Company

- Copy of Invitation for Bid
- Submit plans for advertisement of bids Sponsors that use an SFA
- Must submit a copy of the vended agreement



# APPLICATION REQUIREMENTS

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All Sponsors must certify:

- Training program
  - Topics and Location
  - Personnel

If the sponsor is a government entity or non-profit organization

- Direct operational control at each site



# APPLICATION REQUIREMENTS

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SFSP Application consists of:

- Sponsor Application
- Site Application



# SUBMITTING APPLICATIONS

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Deadline:

- April 30<sup>th</sup>



# REVIEW OF APPLICATIONS

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- Review by SA
- Applicants will be notified within 30 days of receiving a completed application of its approval or disapproval
- Applicants will be notified within 15 days if the application is incomplete
- Sponsors and sites must be approved prior to the start of meal service



# RENEWAL

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- ❖ Required annually with budget





# APPEAL RIGHTS

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## Appealable SA actions

- Denial of sponsor's request for an advance payment
- Denial of a sponsor's claim for reimbursement (except on decisions made by FNS with respect to late claims or upward adjustments)
- Termination of a sponsor's (or a site's) participation in the program
- Denial of a sponsor's site application
- If applicable, denial of a food service management company's application for registration or the revocation of a food service management company's registration
- Claim against a sponsor for remittance of a payment
- Refusal by SA to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim



# CHECKLIST

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Planning checklist available on the webpage at:  
[www.sde.ok.gov/sde/summerfood](http://www.sde.ok.gov/sde/summerfood)  
under “Forms”



# QUESTIONS?

Contact the State Agency at  
405-521-3327



## NON-DISCRIMINATION STATEMENT

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**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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